

# Lenawee ISD

## Job Description

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Position Title:	CTE Instructor – LISD TECH Center
Area:	Career Technical Education (CTE)
Reports To:	Principal – LISD TECH Center
Supervises:	Teacher Assistant
Last Revised:	February 2011

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### **SUMMARY:**

Plan and provide instruction to students enrolled in a specific occupational area through the LISD TECH Center in compliance with the school improvement plan.

**ESSENTIAL JOB FUNCTIONS** *include the following. Other duties may be assigned.*

#### ➤ General Job Functions

- As part of the LISD TECH Center instructional team, provides occupational instruction to CTE students in accordance with established curriculum standards, including instructional activity in the area of work habits, employability skills, and the school improvement plan
- Records students' progress as indicated by established curriculum standards, evaluates, and makes recommendations to increase student achievement
- Maintains discipline in the classroom in order to increase student achievement
- Records and reports student attendance in accordance with district policy and directive
- Ensures a cross-section membership on the Advisory Committee; implements curriculum development and equipment selection through the Advisory Committee structure and established curriculum standards
- Provides leadership for teacher assistants and makes assignments
- Assumes other responsibilities as outlined in the LISD master contract and LISD Teachers' Handbook
- Maintains regular contact with the Work Based Learning Coordinators in reference to specific job requests as well as the general employability of students
- Maintains established school policies, procedures, objectives, quality assurance and safety standards
- Maintains personal and professional growth and development through literature, seminars, workshops and affiliations to keep abreast of latest trends in education and field of expertise
- Maintains regular liaison with all partners of the occupational program
- Assists with care and maintenance of the district's equipment and supplies
- Complies with and/or implements the "Students are the reason we exist" statement of the LISD vision in addition to all LISD safety, health, human resources and departmental policies, procedures, protocols and guidelines and meets all licensing and accreditation requirements

- Provides students with the opportunity to participate in Student Organization appropriate for occupational area.
  - Participates in Program Annual Review and School Improvement Plan related to program and quality improvement and procedures
  - Assumes other responsibilities and performs other duties as assigned by the Principal – LISD TECH Center
  - Aware of and complies with LISD Policies and Procedures in support of non-discrimination standards
- Competencies, Skills and Abilities:
- Ability to use computer for tasks such as for basic word processing, daily email, electronic calendaring, excel data processing, etc.
  - Ability to balance figures
  - Ability to compile statistics
  - Ability to coordinate itineraries/meetings/events/schedules
  - Ability to research information
  - Ability to prioritize multiple tasks
  - Ability to deal effectively with a changing environment and be open to new ideas
  - Ability to communicate in person, via phone and computer
- Physical Demands:
- Occasional reaching/stooping/bending/kneeling/ crouching
  - Must be able to move intermittently throughout the work day with frequent prolonged standing/walking/ talking
  - Must be able to read and speak the English language
  - Must have visual acuity
  - Must be able to see, hear, and move intermittently, or use prosthetics that will enable you to function adequately to assure that the requirements of this position can be fully met
  - Must be able to cope with the mental and emotional stress of the position
- Working Conditions:
- Handle high stress and multi-task situations
  - Must have a regular and reliable level of attendance
  - Occasional pressures due to multiple calls and projects
  - May be exposed to long and/or irregular hours

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION and/or EXPERIENCE:**

#### **Required:**

- Valid Michigan Teaching Certificate and Michigan Vocational Authorization or eligible for Annual Authorization

**Preferred:**

- Demonstrated successful teaching experience at the high school level
- Demonstrated ability to create and maintain partnerships with industry and post secondary institutions
- Knowledge of current educational research and best practice, particularly in the areas of multiple intelligence, brain based learning and emotional intelligence

**CERTIFICATES, LICENSES, and REGISTRATIONS**

- Valid Michigan Teaching Certificate for Secondary Level with applicable Vocational Authorization in occupational area or eligible for Annual Authorization for up to 8 years

**TERMS OF EMPLOYMENT**

38 Weeks, salary and fringe benefits per LVTEA master contract

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the LISD Board Policy on "Staff Evaluation."

Approved by:\_\_\_\_\_

Date:\_\_\_\_\_

Reviewed and Agreed to by:\_\_\_\_\_

Date:\_\_\_\_\_